



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Annual Report of Traffic Arrest System/Uniform Citation Audit Review

CUTOFF:EOCY

DESCRIPTION: Copies of intradepartmental correspondence sent to the MSHP Superintendent describing the findings of the internal traffic ticket system audit conducted by Traffic Division employees in each of the nine Troops.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21338

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Board of Pharmacy Records Checks in Traffic Arrest System (TAS)/ DWI Tracking System (DWITS)

CUTOFF:EOCY

DESCRIPTION: Copies of written requests by the Missouri Board of Pharmacy for record checks on individuals through the TAS/ADORS system, which is being replaced with the DWI Tracking System (DWITS) (610.023 and 610.200 RSMo).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21326

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Cases Lot Assignment Records

CUTOFF:EOCY

DESCRIPTION: Listing of the sequence numbers of traffic ticket books (in cases) assigned to each troop headquarters (Supreme Court Rule 4.62). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21334

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Confirmation Letters

CUTOFF:EOCY

DESCRIPTION: Copies of letters sent to law enforcement agencies confirming the UC sequence numbers assigned to that agency for their traffic tickets, which authorizes them to have traffic tickets printed. Paper copy retained for two years, digital copy maintained on-site in support of ongoing agency business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21336

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Court Expungement Orders

CUTOFF:EOCY

DESCRIPTION: Court orders issued by Missouri courts requiring a traffic offense conviction be expunged or altered.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21329

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Court Orders on Dispositions

CUTOFF:EOCY

DESCRIPTION: Court orders issued by Missouri Courts requiring a traffic offense disposition be altered. Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business..

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21337

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Deleted Records File - Entry Errors

CUTOFF: End of month

DESCRIPTION: Records of UC entries deleted from the tracking system because of data entry errors.

RETENTION: Years: 0 Months: 3 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21333

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Exception Report - Working File

CUTOFF: End of month

DESCRIPTION: Weekly report sent to the Troops indicating one officer had written a traffic ticket from a UC book assigned to another officer, and a monthly listing sent to the Troops of UC exception/voided tickets entered into the CJ34 tracking system.

RETENTION: Years: 0 Months: 3 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21331

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Exceptions - Voids and Documented Missing UC Reports

CUTOFF: End of month

DESCRIPTION: Uniform traffic tickets issued by troopers, but voided for various reasons (initially issued an improper charge, print on the UC is unreadable, driver located drivers license or insurance card after traffic ticket was being written by trooper). Traffic tickets voided because the sequence numbers were misprinted by the vendor. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21330

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Fatality Analysis Reporting System (FARS)

CUTOFF:EOCY

DESCRIPTION: Copies of accident reports, death certificates, vehicle records, drivers records, emergency medical services reports, blood alcohol content information, and other material related to FARS data entered into the FARS National Highway Traffic Safety Administration fatal accident records system.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21323

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Motor Vehicle Traffic Accident Summary

CUTOFF:EOCY

DESCRIPTION: Statistical computer printout of the number of traffic accidents reported by each police agency to the central repository for inclusion in the STARS database (count by agency).

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21321

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Number Order Notification Report

CUTOFF:EOCY

DESCRIPTION: Listing of the sequence numbers for traffic tickets assigned to law enforcement agencies and authorized for printing (Supreme Court Rule 4.62). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business..

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21335

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Patrol Accident Record File

CUTOFF:EOCY

DESCRIPTION: Copies of basic accident investigation reports prepared by troopers after investigating a motor vehicle crash (43.250 and 43.251 RSMo). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21320

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Reconstruction of Accidents

CUTOFF:EOCY

DESCRIPTION: Technical narrative of the motor vehicle crash investigation reconstruction report, accident scene diagram, photographic negatives or digital disk, and reconstruction accident investigation related materials (43.250 and 43.251 RSMo). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21322

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Request for Traffic Arrest System (TAS) Records or Dates

CUTOFF:EOCY

DESCRIPTION: Copies of written requests received for record checks on individuals through the TAS and DWI Tracking System(DWITS) (610.023 and 610.200 RSMo).

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21325

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Requests for Reports

CUTOFF:EOCY

DESCRIPTION: Requests received from the public and other entities for copies of accident reports, accident reconstruction reports, accident photos, and statistical reports, along with the associated fee ledgers created from the requests. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21339

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Statewide Traffic Accident Record System (STARS) Accident Report File

CUTOFF:EOCY

DESCRIPTION: Copies of basic accident investigation reports prepared by local law enforcement officers after investigating a motor vehicle crash on public property (43.250 and 43.251 RSMo). Paper copy retained for one year, digital copy maintained on-site in support of ongoing agency business.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21327

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Traffic Accident Reports

CUTOFF:EOCY

DESCRIPTION: Reports on traffic safety compendium, emergency service vehicle crash report, holiday report, and deer involvement crash report. Original reports are stored in the Information Systems Division with copies at the Traffic Division.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21324

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Traffic Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Unaccounted for Report - Working File

CUTOFF: End of month

DESCRIPTION: Listing of the traffic ticket numbers in a sequence of traffic tickets that have not been entered into the tracking system.

RETENTION: Years: 0 Months: 3 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21332

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Uniform Citations (UC)

CUTOFF: EOY

DESCRIPTION: Copies of traffic tickets issued by troopers to motorists violating Missouri traffic laws (Missouri Supreme Court Rules 21, 22, and 23) (302.225 and 577.051 RSMo). May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21328

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007